

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



December 24, 1998

ALL-COUNTY INFORMATION NOTICE NO. I-80-98

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CalWORKs CHILD
CARE COORDINATORS
ALL ALTERNATIVE PAYMENT PROGRAM
COORDINATORS
ALL RESOURCE AND REFERRAL AGENCIES

REASON FOR THIS TRANSMITTAL

- ☒ State Law Change
- ☐ Federal Law or Regulation
Change
- ☐ Court Order or Settlement
Agreement
- ☐ Clarification Requested by
One or More Counties
- ☐ Initiated by CDSS

SUBJECT: MANDATORY FEDERAL BUREAU OF INVESTIGATIONS (FBI)
CHECKS FOR LICENSE-EXEMPT CHILD CARE PROVIDERS

REFERENCE: SENATE BILL 933, CHAPTER 311, STATUTES OF 1998
MANUAL OF POLICY AND PROCEDURES (MPP)
SECTION 47-630

The purpose of this letter is to inform counties of a state law change to the CalWORKs Child Care TrustLine requirements and to provide counties with revised CalWORKs Stage One TrustLine and health and safety forms. Senate Bill 933 (Chapter 311, Statutes of 1998) requires that a Federal Bureau of Investigations (FBI) background check be completed for all new license-exempt child care providers who apply for TrustLine after January 1, 1999.

The FBI background check is for federal convictions and criminal convictions from other states that may not appear on a California Department of Justice (DOJ) criminal history check. Prior to January 1, 1999, an FBI background check is only required for child care providers who have resided in California for less than two years, who reside or provide child care in a border state of California (i.e., Nevada, Oregon or Arizona), or when the child care file indicates there is reason to believe that the provider has been convicted of a crime in another state. Providers who are not currently required to have a FBI check and who have submitted a TrustLine application that is postmarked prior to January 1, 1999 are exempted from the new FBI background requirement.

The California Department of Social Services (CDSS) will promulgate regulations for this new requirement through a final modification to the existing CalWORKs Stage One TrustLine and Health and Safety emergency regulations. These regulations should be finalized in February 1999. In order to process FBI background checks for all new TrustLine applicants,

the CDSS Criminal Record Clearance Bureau will only accept TrustLine applications that are postmarked after December 31, 1998 when two fingerprint cards are attached to the application.

A copy of the new TrustLine Registry Subsidized Application (TLR 1), which replaces the current DOJ form, is attached. The TLR 1 is effective January 1999 and requires that two fingerprint cards be submitted with the TrustLine Registry application in order to process both the FBI and California background checks. The TRL 1 is a three-part form on carbonized paper. County Welfare Departments, Alternative Payment Program contractors and local Resource and Referral agencies will be receiving an initial supply of these forms in December 1998 from the California Resource and Referral Network. Additional English TRL 1 forms can be ordered from the CDSS warehouse. The TLR 1 coversheet and the instruction page have been translated in Spanish to be used as a guideline for completing the English TRL 1 application. These can also be ordered from the CDSS warehouse.

In January 1999, the CDSS will transmit information regarding the Live Scan electronic fingerprint imaging process that is referred to on the TRL 1. If you have any questions about Live Scan, please call the CDSS Criminal Record Clearance Bureau at (916) 323-4083.

Also attached is the revised Stage One child care Health and Safety Self-Certification for license-exempt providers (CCP4) and the Declaration of Exemption From TrustLine Registration and Health and Safety Self-Certification (CCP1). The new forms have removed the requirement for reporting the social security number of the applicant on these forms, as recommended by the Office of Administrative Law. The CCP1 is a recommended form and the CCP4 is required with substitutes permitted. Counties can obtain camera-ready English and Spanish forms by calling the Forms Management Unit at (916) 657-1907 or CALNET at 437-1907.

If you have any questions regarding this letter, please call your county's CDSS Child Care Programs Bureau analyst at (916) 657-2144.

Sincerely,

***Original Document Signed By
Jo Weber on 12/24/98***

JO WEBER, Chief
Work Services and Demonstration Projects Branch

Attachment